***National Aeronautics and Space Administration***

Terminal Facilities Guide

July 2011

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**1. GENERAL**

A. Name: National Aeronautics and Space Administration

# NASA HEADQUARTERS

B. Post Office: Washington, DC 20546-0001

C. Location: 300 E Street, SW

1. **KEY PERSONNEL**

**NAME/POSITION**

Rose Butler

Transportation Officer

Motor Vehicle

Passenger Travel

HQ-LM032

202-358-0184

[rose.t.butler@nasa.gov](mailto:rose.t.butler@nasa.gov)

John Pettit

Passports

Visas

HQ-LM032

202-358-0009

[john.l.pettit@nasa.gov](mailto:john.l.pettit@nasa.gov)

Barbara Birch

Travel Specialist

HQ-LM050

202-358-0316

[barbara.a.birch@nasa.gov](mailto:barbara.a.birch@nasa.gov)

1. **SHIPPING AND RECEIVING FACILITIES**

All shipments should be consigned to: Transportation Officer, Mail Stop LM030, 300 E Street, SW, (Rear of building), Washington, DC 20546-0001

The closest airport to Headquarters is Ronald Regan National Airport (DCA), approximately 5 miles south.

1. **PASSENGER TRANSPORTATION**

Passengers arriving at National Airport can take the Metro to Federal Center SW on the blue line or L’Enfant Plaza on the yellow line. Taxis also are available.

**1. GENERAL**

A. Name: National Aeronautics and Space Administration

# AMES RESEARCH CENTER (ARC)

B. Post Office: Moffett Federal Air Field, CA, 94035-1000

C. Location: Located in Santa Clara County, 45 miles south of San Francisco.

The main entrance is 10 miles north of San Jose on Highway 101.

**2. KEY PERSONNEL**

**Logistics and Transportation Management Branch**:

Responsible for ARC traffic management, transportation, integrated logistics support and storage. Provides technical direction, monitoring, and management of the Logistics Support Contract.

**Transportation Officer**

Ms. Vivian Torres

Mail Stop 255-3

Phone: 650-604-5207

Fax: 650-604-3796

E-mail: [vivian.torres-1@nasa.gov](mailto:vivian.torres-1@nasa.gov)

**Coordinator, Inbound/Outbound**

Ms. Vivian Torres

Mail Stop 255-3

Phone: 650-604-5207

Fax: 650-604-3796

E-mail: [vivian.torres-1@nasa.gov](mailto:vivian.torres-1@nasa.gov)

Ms. Monica Mendoza

Mail Stop 255-3

AC-650-604-4650

Fax: 650-604-3796

E-mail: [monica.m.mendoza@nasa,gov](mailto:monica.m.mendoza@nasa,gov)

Ms. Cherise Cunha (Alternate)

Mail Stop 255-3

Phone: 650-604-0105

Fax: 650-604-3796

E-mail: [cherise.l.cunha@nasa.gov](mailto:cherise.l.cunha@nasa.gov)

**Motor Pool Operations**

Ms. Vivian Torres

Mail Stop 255-3

Phone: 650-604-5207

Fax: 650-604-3796

E-mail: [vivian.torres-1@nasa.gov](mailto:vivian.torres-1@nasa.gov)

**Household Goods**

Ms. Vivian Torres

Mail Stop 255-3

Phone: 650-604-5207

Fax: 650-604-3796

E-mail: [vivian.torres-1@nasa.gov](mailto:vivian.torres-1@nasa.gov)

Ms. Monica Mendoza

Mail Stop 255-3

Phone: 650-604-4650

Fax: 650-604-3796

E-mail: [monica.m.mendoza@nasa,gov](mailto:monica.m.mendoza@nasa,gov)

**Travel Office**

Ms. Denise Snow, Lead

Mail Stop 203-10

AC 650-604-2830

Fax: 650-604-4793

E-mail: [denise.r.snow@nasa.gov](mailto:denise.r.snow@nasa.gov)

**Principal Gate Keeper (Foreign Travel)**

Ms. Mary P. Williams

Mail Stop 15-1

Phone: 650-604-4439

Fax: 650-604-1957

E-mail: [mary.p.williams@.nasa.gov](mailto:mary.p.williams@.nasa.gov)

**Center Export/Import Officer**

Ms. Mary P. Williams

Mail Stop 15-1

Phone: 650-604-4439

Fax: 650-604-1957

E-mail: [mary.p.williams@.nasa.gov](mailto:mary.p.williams@.nasa.gov)

Mr. Gabriel Lozano (Alternate)

Mail Stop 15-1

Phone: 650-604-4450

Fax: 650-604-1957

E-mail: [Gabriel.Lozano@nasa.gov](mailto:Gabriel.Lozano@nasa.gov)

**Hazardous Material Coordinator/Freight Rate Specialist**

Ms. Vivian Torres (Primary)

Mail Stop 255-3

Phone: 650-604-5207

Fax: 650-604-3796

E-mail: [vivian.torres-1@nasa.gov](mailto:vivian.torres-1@nasa.gov)

Ms. Monica Mendoza (Alternate)

Mail Stop 255-3

Phone: 650-604-4650

Fax: 650-604-3796

E-mail: [monica.m.mendoza@nasa,gov](mailto:monica.m.mendoza@nasa,gov)

Ms. Cherise Cunha (Alternate)

Mail Stop 255-3

Phone: 650-604-0105

Fax: 650-604-3796

E-mail: [cherise.l.cunha@nasa.gov](mailto:cherise.l.cunha@nasa.gov)

**Storage Manager**

Mr. Nelson Japlit

Mail Stop 255-5

Phone: 650-604-3428

Fax: 650-604-1796

E-mail: [nelson.japlit@nasa.gov](mailto:nelson.japlit@nasa.gov)

Mr. Damon Ried

Mail Stop 255-2

Phone: 650-604-3827

Fax: 650-604-1796

E-mail: [damon.ried@nasa.gov](mailto:damon.ried@nasa.gov)

**2. SHIPPING AND RECEIVING FACILITIES FOR FREIGHT AND PASSENGERS**

Air: Scheduled freight service to and from Ames Research Center is provided at San Francisco International Airport, 37 miles north and San Jose Airport, 10 miles south.

Scheduled passenger service is provided at San Jose Airport, 10 miles south and at San Francisco International Airport, 37 miles north.

NASA, military, and chartered aircraft with proper clearances may land at Moffett Federal Air Field, CA.

Bus: Depot at Mountain View, CA is 2 miles north. Service is via Greyhound Bus Lines. Goods may be picked up by Ames Research Center personnel from this depot.

Express: Served by United Parcel Service on a prepaid basis.

Rail: No Government tracks available.

Truck: Normal delivery hours are from 7:30 a.m. to 3:30 p.m., Monday through Friday. Late/emergency trucks with shipments can be received after hours with prior coordination.

Water: Government docks are not available.

Bulk Liquids and Gases: Facilities are available to receive certain types of bulk liquids and gases. Contact must be made with ARC Transportation Officer before shipment is made.

Ammunition and Explosives: Facilities are available to receive Class 1, Divisions 1–3 explosives or ammunition by motor.

**3. FREIGHT DESTINATION TO BE SHOWN ON BILLS OF LADING**

Motor (Truckload or Less-Than-Truckload): Ames Research Center

Moffett Federal Air Field, CA.

Freight Forwarder (Surface and Air): Ames Research Center

Moffett Federal Air Field, CA.

Bus: Ames Research Center

Mountain View, CA

**4. NASA AMES RESEARCH CENTER ACCESS TO BLDG 255, SUPPLY SUPPORT FACILITY**

NASA Ames security mandates that all trucks requesting entrance to NASA Ames Research Center must first be subject to inspection at Bldg 255 where they will be given a temporary placard that will give them temporary permission to visit, exclusively, the building on their manifest.

**For Regular Shipments:**

Truck drivers with original manifests, after passing the Ames Main Gate, will proceed on Clark Road, and make an immediate left onto Arnold Avenue, stopping at the NASA Research Center Gate Entrance. They will then turn right onto Bush Circle and follow around until they reach De France Avenue where they will make a sharp right. They will proceed on De France Avenue until they reach Building 255 on the left and drive to the back parking lot, park their vehicles, and proceed to the Shipping/Receiving door and ring the buzzer for customer assistance.

Truck drivers without original manifests will be directed to the Pass and ID Reception Office, Building 26, to obtain a temporary pass. They will then be directed to Building 255, Shipping/Receiving Department for inspection and will be given a temporary placard that gives them temporary permission to visit their destination.  Follow the directions above to reach Building 255.

**For Oversize Shipments:**

Oversized trucks are not allowed through the NASA Research Center Gate Entrance on Arnold Avenue and must continue on Clark Road and make a left on Bushnell Street. They will continue on Bushnell Street and make a left on Mark Avenue, stopping at the guard gate. They will proceed on Mark Avenue and turn left onto Durand Road, continue on Durand Road, and turn right onto De France Avenue, which they will take to Building 255 on the left side.  They will drive to the back parking lot, park their vehicles, and proceed to the Shipping/Receiving door and ring the buzzer for customer assistance.

Truck drivers in oversized vehicles who do not have original manifests will be directed to the Pass and ID Reception Office, Building 26, to obtain a temporary pass prior to visiting Building 255.

**1. GENERAL**

A. Name: National Aeronautics and Space Administration

# DRYDEN FLIGHT RESEARCH CENTER (DFRC)

 B. Post Office: Edwards AFB, CA 93523

C. Location: Kern County. The main entrance (Edwards AFB) is on an access road

6 miles south of State Highway 58 and 17 miles east of Mojave, CA.

Additional entrance available via an access road from State Highway 14,

17 miles east of Rosamond, CA or via 90th and 120th street from Palmdale-

Lancaster, off Forbes Avenue within the confines of Edwards AFB.

**2. KEY PERSONNEL**

**Facilities Maintenance and Logistics Branch**

Responsible for DFRC traffic management, transportation, integrated logistics support, and storage. Provides technical direction, monitoring, and management of the Logistics Support Contract.

**Transportation Officer/Traffic Manager/Motor Vehicle Officer**

Patricia (Teasha) Smalling

Transportation Officer

Building 4800, Room 1410

(661) 276-3036

(661) 810-7354

Fax: (661) 276-3199

[patricia.smalling-1@nasa.gov](mailto:patricia.smalling-1@nasa.gov)

Tracy J. Edmonson

Transportation Officer (alt)

Building 4800, Room 1410

(661) 276-3320

Fax: (661) 276-3199

[tracy.j.edmonson@nasa.gov](mailto:tracy.j.edmonson@nasa.gov)

Bo Casero

Building 4876

(661) 276-7566

Fax: (661) 276-2156

[jesus.m.casero@nasa.gov](mailto:jesus.m.casero@nasa.gov)

Judy Grizzard

Building 4809

(661) 276-3514

Fax: (661) 276-2680

[judy.l.grizzard@nasa.gov](mailto:judy.l.grizzard@nasa.gov)

**Center Export/Import Officer**

Jerry McKee

Deputy Associate Director for Management

Building 4800, Room 2007

(661) 276-3245

Fax: (661) 276-2298

[jerry.c.mckee@nasa.gov](mailto:jerry.c.mckee@nasa.gov)

**HAZMAT Coordinator**

Mr. Dan Morgan

Hazardous Material Coordinator

Building 4850, Room 108

(661) 276-3976

Fax: (661) 258-2254

[dan.m.morgan@nasa.gov](mailto:dan.m.morgan@nasa.gov)

**Passport Agent**

Lydia Dorfman

Building 4800, Room 1013

(661) 276-3306

Fax: (661) 276-2836

[lydia.d.dorfman@nasa.gov](mailto:lydia.d.dorfman@nasa.gov)

**Contractor Support**

**NAME/POSITION** **TELEPHONE** **FUNCTION**

Bo Casero (661) 276-7566 Responsible for all contractor

Ship and Receiving shipping and receiving management

Manager activities; traces shipments

[jesus.m.casero@nasa.gov](mailto:jesus.m.casero@nasa.gov)

Cory Michel (661) 276-7027 DFRC special projects. Shipment of all

Ship and Receiving freight requirements

Management Specialist

[cory.a.michel@nasa.gov](mailto:cory.a.michel@nasa.gov)

Susan Marshall (661) 276-7479 Schedules and handles all motor pool

Motor Pool Dispatch vehicle requests. Fields all vehicle and

Office equipment trouble calls

[susan.marshall-2@nasa.gov](mailto:susan.marshall-2@nasa.gov)

**3. SHIPPING AND RECEIVING FACILITIES:**

Rail: Rail LCL and CL receiving facilities are available at Edwards AFB, CA. Government track connects with the Atchison, Topeka and Santa Fe Railway Company (AT & SF) at Edwards, CA. The AT & SF performs internal switching. Limited switching can be performed with Government trackmobile. Storage space and ramps are not available at this site. Closest storage and ramps are at Los Angeles, CA, 90 miles distant. Passenger station at Los Angeles, as well.

Air: Los Angeles International Airport at Los Angeles and Palmdale Air Terminal at Palmdale are 100 and 40 miles distant, respectively.

Bus: Western Greyhound Lines Depot is located in Lancaster, CA, 34 miles distant.

Truck: All motor LTL and TL shipments are received at Central Receiving, Warehouse #6, and Building 4876. Receiving hours are 7:30 a.m. to 4:00 p.m., Monday through Friday, holidays excluded.

Water: N/A

Heavy Lift: Commercial lifts available up to 40 tons; however, 72 hours advance notice required to make arrangements for services. Installation overhead lift capacity is 5 tons. With appropriate notice, a 50-ton lift capability is available.

Bulk Liquids: Facilities are not available to receive bulk petroleum products by tank car or tank truck.

Containerized Cargo: Can be received by rail or motor.

Hazardous Material: Edwards AFB has facilities available to receive shipments of class A, B, and C ammunition or explosives by rail or motor.

Advance Report of Shipment (REPSHIP): A REPSHIP is required on all shipments exceeding one (1) carload or two (2) truckloads and for single shipments exceeding 10 tons. REPSHIP requested also on classified shipments, liquid and gaseous propellants, explosives, and oversize and overweight shipments. REPSHIP should be forwarded by electronic means, FTS, or commercial telephone.

**4. FREIGHT:**

Consign all freight shipments to: Warehouse 6, Building 4876

Dryden Flight Research Center

Lilley Drive

Edwards, CA 93524

Mark for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (as appropriate)

Freight destination to be shown on all Bills of Lading (motor, freight forwarder, and air) is:

Warehouse 6, Building 4876

Dryden Flight Research Center

Lilley Drive

Edwards, CA 93524

Express overnight shipments should be addressed as:

Name, Building #, Room #

Dryden Flight Research Center

Warehouse 6, Building 4876

Lilley Drive

Edwards, CA 93524

Shipments transported via water carrier should specify on Bills of Lading: N/A

Receiving hours of operation: 7:30 a.m. to 3:30 p.m. (Monday through Friday)

**5. DOCUMENTATION:**

All shipping documents must include the appropriate accounting code number, contract number, or purchase order number.

**6. NON-WORKING HOURS CONTACTS**

Patricia (Teasha) Smalling, Transportation Officer

(661) 810-7354 (cell)

Cory Michel

(760) 373-0705

Evelyn Alexander

(661) 510-4469

**1. GENERAL**

A. Name: National Aeronautics and Space Administration

# GLENN RESEARCH CENTER (GRC)

B. Post Office: 14402 Puritas Ave.

Cleveland, OH 44135

C. Location: GRC is located in Cleveland, OH, adjacent to the Cleveland Hopkins International Airport. Central Receiving is located in

Building 21. The Plum Brook field office is located in Sandusky,

OH, 50 miles west of Cleveland.

**2. KEY PERSONNEL**

Transportation services at GRC encompass shipping, receiving, freight traffic, delivery services, vehicle operations, and mail room services. Civil servants are responsible for technical direction of and monitoring the logistics support service contractor performing these functions.

**Transportation Officer/Technical Representative for Freight Traffic, Receiving,**

**Shipping, Mail Room/Program Transportation Planning.**

Mrs. Susan M. Kraus

Transportation Officer

MS 21-9

216-433-3079

[susan.m.kraus@nasa.gov](mailto:susan.m.kraus@nasa.gov)

**Technical Representative for Vehicle Operations.**

Mr. Antoine Moss

Vehicle Maintenance Contract Monitor

MS 21-9

216-433-3049

[antoine.d.moss@nasa.gov](mailto:antoine.d.moss@nasa.gov)

**Passport/Visa Agent**

Ms. Deborah L. Burak

International Program Manager

MS 3-7

216-433-5382

[deborah.l.burak@nasa.gov](mailto:deborah.l.burak@nasa.gov)

**Center Export Administrator**

Mr. Steven L. Fedor

Center Export Administrator

MS 4-8

216-433-2144

[steven.l.fedor@nasa.gov](mailto:steven.l.fedor@nasa.gov)

SGT, Inc. performs traffic management activities under the Technical Information and Logistics Services (TIALS) contract.

**NAME/POSITION TELEPHONE FUNCTION**

Jeanine Hanzel 216-433-3077 Responsible for all contractor traffic

Logistics Manager management, shipping, and receiving

[jeanine.p.hanzel@nasa.gov](mailto:jeanine.p.hanzel@nasa.gov) activities

Sharon L. Lewis 216-433-2255 Customs clearance; plans and executes

Freight Traffic Supervisor the movement of all freight, i.e., small

[sharon.l.lewis@nasa.gov](mailto:sharon.l.lewis@nasa.gov) package, overnight, and heavy weight; prepares GBLs, CBLs, commercial invoices, Shippers Export Declarations (SEDs), and other shipping documentation; traces shipments; and processes claims on freight damages.

Marvin Meriwether 216-433-2254 Responsible for packing and

Shipper handling all shipments leaving GRC,

[marvin.e.meriwether@nasa.gov](mailto:marvin.e.meriwether@nasa.gov) including HAZMAT shipments and related

documentation.

**3. SHIPPING AND RECEIVING FACILITIES**

Rail: GRC is not serviced by Government or common carrier trackage.

Air: Cleveland Hopkins International Airport is adjacent to GRC and is the preferred arrival and departure point for air cargo.

Bus: Local service is available from the Cleveland metro area direct to GRC.

Truck: Truck shipments are received at GRC Central Receiving, Building 21, Monday through Friday from 7:00 a.m. to 4:00 p.m., except holidays.

Water: Docks are available at the Port of Cleveland.

Heavy Lift: GRC lift capacity is 10 tons. Commercial rigging services are available. Requires 48 hours advance notice.

Bulk Liquids: Bulk liquids and gases delivered by truck or truck-tractor tank only.

Containerized Cargo: Can be received by truck-tractor only.

Hazardous Material: Hazardous materials are shipped to and from Glenn Research Center, Building. 215, Chemical Control Facility. Hazardous materials will be received by all authorized modes of transportation during normal working hours (7:00 a.m. to 3:00 p.m., Monday through Friday, except holidays).

**4. FREIGHT**

Consignment Instructions: Consign all freight shipments to:

Central Receiving, Building 21

Glenn Research Center

21000 Brookpark Rd.

Cleveland, OH 44135

Mark for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Freight destination to be shown on all Bills of Lading (e.g., motor, freight forwarder, air, water) is:

Central Receiving, Building 21

Glenn Research Center

21000 Brookpark Rd.

Cleveland, OH 44135

Express Overnight shipments should be addressed as:

Central Receiving, Building 21

Glenn Research Center

21000 Brookpark Rd.

Cleveland, OH 44135

Mark for: Name, Building #, Room #

Hazardous material shipments should be addressed as:

Chemical Control Facility, Building 215

Glenn Research Center

21000 Brookpark Road

Cleveland, OH 44135

Mark for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shipments transported via water carrier should specify on Bills of Lading:

“Upon arrival, notify the Traffic Management Office at 216-433-2255/3077”

Receiving Hours of Operation:

Central Receiving, Building 21 7:00 a.m.to 4:00 p.m. (Monday through Friday)

Chemical Control Facility, Building 215 7:00 a.m. to 3:00 p.m. (Monday through Friday)

**5. DOCUMENTATION:**

All shipping documents must include the appropriate job order number, contract number, or purchase order number.

Consignee copies of U.S. Government Bill of Lading should be forwarded to:

Glenn Research Center

Freight Traffic Office MS 21-6A

21000 Brookpark Rd.

Cleveland, OH 44135

**1. GENERAL**

A. Name: National Aeronautics and Space Administration

# GODDARD SPACE FLIGHT CENTER (GSFC)

B. Post Office: 8800 Greenbelt Road

Greenbelt, MD 20771

C. Location: GSFC is located in Prince Georges County, MD near the city of Greenbelt. The main gate is located on Maryland Route 193 (Greenbelt Road). The shipping and receiving facility is located on Hubble road.

**2. KEY PERSONNEL**

**Logistics and Transportation Management Branch**;

Responsible for GSFC traffic management, transportation, integrated logistics support and storage. Provides technical direction, monitoring and management of the Goddard Logistics Services Contract.

**Transportation Officer/ Center Export Administrator**

Thomas A. Weisz

Head, Logistics and Transportation Management Branch

Mail Stop 274, Building 27

301-286-4541

[thomas.a.weisz@nasa.gov](mailto:thomas.a.weisz@nasa.gov)

**Fleet Management/Motor Vehicle Officer**

Robert DiPalo

Logistics Management Specialist

Mail Stop 274, Building 27

301-286-6225

[robert.g.dipalo@nasa.gov](mailto:robert.g.dipalo@nasa.gov)

**Passport Agent**

Gail Allen

Transportation Specialist

Mail Stop 274, Building 27

301-286-7678

[gail.d.allen@nasa.gov](mailto:gail.d.allen@nasa.gov)

**Storage Manager**

Lindy Bingham

Storage Specialist

Mail Stop 274, Building 27

301-286-9640

**Logistics Management Specialist/Project Logistics**

Michael Taylor

Logistics Management Specialist

Mail Stop 274, Building 27

301-286-2607

[michael.j.taylor@nasa.gov](mailto:michael.j.taylor@nasa.gov)

**TRAX International** performs traffic management activities under the Goddard Logistics Services Contract.

**NAME/POSITION** **TELEPHONE** **FUNCTION**

Jim Pavey 301-286-9597 Responsible for all contractor traffic

Transportation Branch management activities.

Manager

[james.g.pavey@nasa.gov](mailto:james.g.pavey@nasa.gov)

Rick Eichen 301-286-9555 GSFC special projects and

Traffic Management customs clearances.

Specialist

[richard.a.eichen@nasa.gov](mailto:richard.a.eichen@nasa.gov)

Odell Young 301-286-6388 Center export control support.

Export Control Specialist

[odell.p.young@nasa.gov](mailto:odell.p.young@nasa.gov)

Jean Manall 301-286-9642 Plans general freight shipments and

Traffic Management special project moves, generates

Specialist airlift requirements.

[jean.s.manall@nasa.gov](mailto:jean.s.manall@nasa.gov)

Kelly Bigley 301-286-5157 Operates Small Package Office Traffic Management (SPO) for processing express and

Specialist shipments weighing less than 50

[kelly.a.bigley@nasa.gov](mailto:kelly.a.bigley@nasa.gov) pounds.

Barbara Faulk 301-286-0562 Verifies freight invoices for

Traffic Management payment, routes domestic and

Specialist international freight shipments,

[barbara.a.faulk@nasa.gov](mailto:barbara.a.faulk@nasa.gov) generates transportation

documentation.

Walt Carel 301-286-9557 Provides quality control for all HAZMAT Safety Supervisor items

[walter.r.carel@nasa.gov](mailto:walter.r.carel@nasa.gov)

Neil Patel 301 -286-7088 Provides engineering assistance in

Mechanical Engineer/ packaging, handling, and transportability.

Instrumentation Specialist

[nilesh.r.patel@nasa.gov](mailto:nilesh.r.patel@nasa.gov)

Pat Burns 301-286-6611 Responsible for Central Receiving.

Receiving Supervisor

[edward.p.burns@nasa.gov](mailto:edward.p.burns@nasa.gov)

**3. SHIPPING AND RECEIVING FACILITIES**

Rail: GSFC is not serviced by Government or common carrier trackage.

Air: Baltimore/Washington International (BWI) Thurgood Marshall Airport is located 20 miles NW of GSFC and is the preferred arrival and departure point for air cargo.

Washington Dulles International Airport (IAD) in Washington, DC is located 48 miles west of GSFC.

Ronald Reagan Washington National Airport (DCA) in Washington, DC is located 20 miles SW of GSFC.

Andrews AFB is located 17 miles south of GSFC. Primarily used for cargo entered into the military airlift system.

Bus: Local service is available from the Washington metro area direct to GSFC.

Truck: Truck shipments (TL and LTL) are received at GSFC Central Receiving, Building 16W, Monday through Friday from 7:30 a.m. to 3:30 p.m. Closed on Federal holidays.

Water: Docks are available at the Port of Baltimore.

Heavy Lift: GSFC lift capacity is 20 tons. Commercial rigging services are available; requires 48 hours advance notice.

Bulk Liquids: Bulk liquids and gases delivered by truck or truck-tractor tank only.

Containerized Cargo: Containerized Cargo can be received by truck-tractor only.

Hazardous Materials: No 1.1, 1.2, or 1.3 (Class “A” or “B”) explosives will be received at GSFC.

Radioactive Materials and certain other hazardous items may be received at GSFC specialized facilities. In all cases requiring shipment of 1.4 (Class “C”) explosives, contact the receiving section at 301-286-9557 24 hours in advance of release of shipment for specific delivery instructions. All hazardous shipments must have a Material Safety Data Sheet (MSDS).

Advance Report of Shipment: REPSHIP is required on hazardous material shipments 24 hours in

advance of shipment arrival. Address to:

NASA/GSFC,

Receiving Section,

Building 16W,

Greenbelt, MD 20771.

Furnish complete information on transmit via mail or fax (301-286-1740).

**4. FREIGHT:**

Consignment Instructions: Consign all freight shipments to:

Central Receiving, Building 16W

Goddard Space Flight Center

Greenbelt, MD 20771

Mark for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (As appropriate)

Freight destination to be shown on all Bills of Lading (e.g., motor, freight forwarder, air, water) is:

Central Receiving, Building 16W

Goddard Space Flight Center

Greenbelt, MD 20771

Express overnight shipments should be addressed as:

Name, Building #, Room #

Goddard Space Flight Center

Greenbelt, MD 20771

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (As appropriate)

Shipments transported via water carrier should specify on Bills of Lading: “Upon arrival, notify the Traffic Management Office at (301-286-9642 or 301-286-0562”

Receiving Hours of Operation: 7:30 a.m.-3:30 p.m. (Monday through Friday)

**5. DOCUMENTATION:**

All shipping documents must include the appropriate job order number, contract number,

or purchase order number.

Consignee copies of U.S. Government Bills of Lading should be forwarded to:

NASA - Goddard Space Flight Center

Mail Stop 2**7**9, Receiving Section

Greenbelt, MD 20771

**Note:** If freight payment is to be made by the GSFC Accounting Office, send memorandum copy of the bill of lading to Mail Stop 2**7**9, Traffic Management Office, Attention: Transportation Clerk

**6. NON-WORKING HOURS OF OPERATION**

In case of an emergency occurring after normal working hours, the requestor should contact one

of the following:

Pat Burns, Receiving Section Head, 301-577-5519

Jim Pavey, Transportation Branch Manager, 410-848-0950

**1. GENERAL**

A. Name: National Aeronautics and Space Administration

# SFC/WALLOPS FLIGHT FACILITY (WFF)

B. Post Office: Wallops Island, VA 23337

C. Location: Wallops Flight Facility (WFF) is located on the northern

end of Virginia’s Eastern Shore, Route 175, 5 miles east of

U.S. Route 13, and 6 miles west of the town of

Chincoteague, VA.

**2. TRANSPORTATION KEY PERSONNEL**

**Traffic Management**

Kirk Webb 757-824-1144

Mail Stop 270, Building F-16

[kirk.s.webb@nasa.gov](mailto:kirk.s.webb@nasa.gov)

**Motor Vehicle Officer**

Carlos Smith 757-824-1475

Mail Stop 270, Building F-16

[**carlos.m.smith@nasa.gov**](mailto:carlos.m.smith@nasa.gov)

**Storage Manager**

Kirk Webb 757-824-1144

Mail Stop 270, Building F-16

[**kirk.s.webb@nasa.gov**](mailto:kirk.s.webb@nasa.gov)

**3. SHIPPING AND RECEIVING FACILITIES FOR FREIGHT AND PASSENGERS**

Air: Air freight service is by a variety of air carriers providing delivery to WFF on a daily basis. Passenger service is available to the Salisbury-Wicomico Airport, Salisbury, MD, 42 miles north of WFF. Surface transportation to WFF is by taxi or rental car.

Chartered and private aircraft, both piston and jet type, may land at WFF Airport (for business purposes) with proper clearance. Contact for information and landing clearance is:

Mr. Ed Sudendorf 757-824-1240

WFF Airport Manager

[edward.w.sudendorf@nasa.gov](mailto:edward.w.sudendorf@nasa.gov)

Bus: No direct service is provided. No service is available for pickup of passengers or cargo from bus stop. Trailways bus line stop is located at “T’s Corner,” U.S. Route 13 and VA Route 175, 5 miles west of WFF.

Rail: WFF is not served by Government trackage.

No rail passenger service is available. Carload rail service is furnished by Virginia and Maryland Railroad Company at Lecato Station Railroad, 7 miles southwest of WFF. No railroad company representative is assigned at railhead. Rail service has to be requested at Cape Charles, VA, 72 miles south of WFF (757-331-1094).

Heavy tonnage and tank-car unloading services are not furnished or performed with Government equipment at railhead. All inbound rail shipments for WFF require REPSHIP information in advance by electrical means.

Truck: General Cargo is received at Building F-19. Inbound shipments of 1.1, 1.2, 1.3 and 1.4 (Class “A,” “B,” or “C”) explosives and other designated hazardous materials should stop and park at the WFF main gate. The delivering carrier’s representative should contact the WFF Nondestructive Testing Section (ext. 2548), who will furnish escort, unloading, inspection, and shipment acceptance. Any shipment requiring delivering carrier’s equipment to display placards, and all shipments tendered as “Truckload” require REPSHIP information in advance of delivery. Normal receiving hours are from 8 a.m. to 2 p.m. for all truckloads and 8 a.m. to 3 p.m. for partial loads of explosives; and 8 a.m. to 4 p.m. for all other partial loads, Monday through Friday, excluding holidays.

Water: Port Facilities are available at Baltimore, MD (approximately 185 miles from WFF) and Norfolk, VA (approximately 110 miles from WFF). REPSHIP is required on inbound ocean shipments.

Heavy Lift: WFF’s heavy materials handling equipment has a maximum capacity of 35 tons. Requires 48 hour advance notification. Call 757-824-1939.

Bulk Liquids: All bulk liquids, such as gasoline and diesel fuel, are received by motor carrier only.

Shipping: All outgoing shipments (e.g., air, TL, LTL, small package) are accomplished via GSFC Form 20-4 with appropriate funding information and approvals. The Traffic Management Office is located in Building D-49, phone 757-824-1595 or 757-824-1181. Normal working hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

**4. FREIGHT DESTINATION TO BE SHOWN ON BILLS OF LADING:**

Receiving, Building F-19

NASA/Goddard Space Flight Center

Wallops Flight Facility

Wallops Island, VA 23337

**1. GENERAL**

A. Name: National Aeronautics and Space Administration

# JET PROPULSION LABORATORY (JPL)

**California Institute of Technology**

B. Post Office: Pasadena, CA 91109

C. Location: Los Angeles County, area northwest of Pasadena, CA;

Foothill Freeway #210, Berkshire/Oak Grove Drive

off ramp.

**2. KEY PERSONNEL**

Mr. Eric C. Lau,

NMO Transportation Officer,

ATTN: Mail Stop 180-200G

Telephone: 818-354-8300

E-mail: [Eric.C.Lau@nasa.gov](mailto:Eric.C.Lau@nasa.gov)

**Shipping and Receiving:**

B. W. Troutman, Section Manager

Logistics and Materiel Services Section

111-116

818-354-6452

[bruce.w.troutman@nasa.gov](mailto:bruce.w.troutman@nasa.gov)

B. G. Drake, Group Supervisor

Shipping and Receiving

241-104

818-393-5544

[**bartel.g.drake@nasa.gov**](mailto:bartel.g.drake@nasa.gov)

**Distribution/Transportation:**

B. W. Troutman, Section Manager

Logistics and Materiel Services Section

111-116

818-354-6452

[bruce.w.troutman@nasa.gov](mailto:bruce.w.troutman@nasa.gov)

M. A. Nieto, Group Supervisor

Distribution/Transportation

284-102A

818-354-8513

[michael.a.nieto@nasa.gov](mailto:michael.a.nieto@nasa.gov)

**Vehicle Operations:**

B. W. Troutman, Section Manager

Logistics and Materiel Services Section

111-116

818-354-6452

[bruce.w.troutman@nasa.gov](mailto:bruce.w.troutman@nasa.gov)

**3. SHIPPING AND RECEIVING FACILITIES FOR FREIGHT**

Air: Scheduled freight service to and from this facility is available at Los Angeles International Airport, 30 miles southwest of JPL. Hollywood/Burbank Airport, 15 miles west, is available on a smaller scale.

**Note:** Charter flights may land at Hollywood/Burbank Airport.

Edwards Air Force Base, 85 miles north of JPL, is available for special air mission flights provided prior arrangements are made through Air Operations, Edwards Air Force Base.

Truck: All motor shipments are received at JPL Receiving, Building 241. Normal delivery hours are from 7:30 a.m. to 3:30 p.m., Monday through Friday.

Express: Area is served by all major express companies and by United Parcel Service.

Water: Commercial facilities are available at Long Beach, CA and San Pedro, CA. Cargo moves to JPL by truck.

Heavy Lift: The lift capacity at JPL is 7 tons. Commercial lift is available through prior arrangements.

Bulk Liquid: Bulk liquids can be received via truck or truck tank only.

Containerized Cargo: Facilities are available to receive containerized cargo.

Hazardous Materials: Hazardous materials will be received by all authorized modes of transportation during normal working hours. (7:30 a.m. to 3:30 p.m., Monday through Friday).

After hours, delivery must be cleared through JPL Shipping and Receiving, phone number

(818) 393-5544 or (818) 354-7784

Freight Forwarder: Centra Worldwide, Inc.

14801 Able Lane

Huntington Beach, CA 92647

(800) 333-0567

Custom House Broker: Packair Customs Brokers, Inc.

5510 W. 104th St.

Los Angeles, CA 90045

(310) 342-6051

**1. GENERAL**

A. Name: National Aeronautics and Space Administration

# JOHNSON SPACE CENTER (JSC)

B. Post Office: NASA Johnson Space Center

2101 NASA Parkway

Houston, TX 77058-3696

C. Location JSC is located in Harris County, 27 miles southeast of

Downtown Houston and 2.9 miles east of the Webster-

Seabrook exit of Interstate Highway 45. The main entrance

is located off of Saturn Lane, which intersects with NASA

Parkway. The Receiving Warehouse is located in

Building 421 on Avenue B.

**2. TRANSPORTATION AND SUPPORT SERVICES BRANCH KEY PERSONNEL**

JSC Transportation and Support Services Branch (JB7) plans, directs, and provides quality services in support of JSC’s mission. JB7 includes three functional areas: Program Transportation Group, Center Transportation Group, and Support Services Group.

Visit the following Web site to find additional information regarding the Transportation and Support Services Branch: <http://www6.jsc.nasa.gov/ja/jb/jb7.cfm>

**Chief, Transportation and Support Services Branch**

Ms. Venessa Jankowski

JSC Transportation Officer

Mail Stop JB7, Building 419

Telephone: 281-483-0282

E-mail: [Venessa.jankowski-1@nasa.gov](mailto:julie.hardcastle@nasa.gov)

The Program Transportation Group is responsible for unique one-of-a-kind critical, oversized, and/or sensitive traffic management requirements as defined by the JSC Program and Project Offices, other NASA Centers, NASA contractors, Department of Defense and their contractors, and commercial customers. Requests may include military and/or commercial charters, as well as moves using the Super Guppy Transportation System.

**Program Transportation Group/Super Guppy Transportation System**

Mr. Christopher Norton

Super Guppy Mission Manager

Mail Stop JB7, Building 419

Telephone: 281-483-3208

E-mail: [christopher.norton-1@nasa.gov](mailto:christopher.norton-1@nasa.gov)

Mr. Jonathan Myrick

Traffic Management Specialist

Mail Stop JB7, Building 419

Telephone: 281-483-7233

E-mail: [jonathan](mailto:christopher.norton-1@nasa.gov).a.myrick@nasa.gov

The Center Transportation Group is responsible for coordination and oversight of critical shipments both domestic and international, determining the most efficient and economical rates and routes for the movement of freight by selecting the most appropriate mode of transportation and carrier while considering costs, delivery dates, and hardware characteristics, as well as adherence to export and import regulations. This group also is responsible for supporting Government-owned and -leased vehicle requirements including managing and overseeing JSC’s alternative fuel vehicle programs and the onsite alternative fuel infrastructure.

**Outbound Freight Traffic**

Ms. Silvia Hanagriff

Traffic Management Specialist and HAZMAT Coordinator

Mail Stop JB7, Building 419

Telephone: 281-483-6512

E-mail: [silvia.m.hanagariff@.nasa.gov](mailto:silvia.m.hanagariff@.nasa.gov)

Ms. Kristen Tolleson

Freight Rate Specialist

Mail Stop JB7, Building 419

Telephone: 281-483-6502

E-mail: [kristen.tolleson-1@nasa.gov](mailto:kristen.tolleson-1@nasa.gov)

Mr. Randy Redford

Transportation Specialist

Mail Stop JB7, Building 419

Telephone: 281-483-6535

E-mail: [randy.c.redford@nasa.gov](mailto:randy.c.redford@nasa.gov)

**Inbound Freight Traffic**

Ms. Aggie Williams

Traffic Management Specialist

Mail Stop JB7, Building 419

Telephone 281-483-6507

E-mail: [aggie.m.williams@nasa.gov](mailto:silvia.m.hanagariff@.nasa.gov)

**Contract Transportation**

Mr. Randy Redford

Transportation Specialist

Mail Stop JB7, Building 419

Telephone: 281-483-6535

E-mail: [randy.c.redford@nasa.gov](mailto:randy.c.redford@nasa.gov)

**Vehicle Management**

Ms. Marty Cassens

Transportation Specialist

Mail Stop JB7, Building 419

Telephone 281-483-6503

E-mail: [martha.a.cassens@nasa.gov](mailto:martha.a.cassens@nasa.gov)

The Support Services Group is responsible for coordinating, scheduling, and overseeing all aspects of personnel moves within the moving and hauling operations. Other aspects of this group includes detailed planning and acquisition of furniture and office furnishings program, which includes design layouts, as well as, managing special events directed by the Center Director’s Office.

**Furniture and Support Services**

Ms. Carla Bell, Team Coordinator

Supply Management Specialist

Mail Stop JB7, Building 419

Telephone: 281-483-0312

E-mail: [carla.m.bell@nasa.gov](mailto:carla.m.bell@nasa.gov)

Ms. Libby Moreno

Supply Management Specialist

Mail Stop JB7, Building 419

Telephone: 281-483-6808

E-mail: [elizabeth.moreno-1@nasa.gov](mailto:elizabeth.moreno-1@nasa.gov)

Ms. Cindy Paxton

Supply Management Specialist

Mail Stop JB7, Building 419

Telephone: 281-483-6661

E-mail: [cynthia.t.paxton@nasa.gov](mailto:cynthia.t.paxton@nasa.gov)

Ms. Carol Sasser

Supply Management Specialist

Mail Stop JB7, Building 419

Telephone: 281-483-6659

E-mail: [carol.a.sasser@nasa.gov](mailto:carol.a.sasser@nasa.gov)

**Moving and Hauling**

Ms. Delores Marshall

Supply Management Specialist

Mail Stop JB7, Building 419

Telephone: 281-483-6504

E-mail: [delores.e.marshall@nasa.gov](mailto:delores.e.marshall@nasa.gov)

1. **SHIPPING AND RECEIVING FACILITIES**

Air: Scheduled freight services to and from this activity is provided at Bush Intercontinental Airport (IAH), 48 miles northwest, and William P. Hobby Airport, 16 miles northwest. If counter-to-counter shipments are made, arrangements must be made by the shipper for special delivery to JSC. Charter aircraft, both piston and jet type, may land at Ellington Field with proper clearance. Ellington Field is located 8 miles northwest of JSC.

Truck: All motor shipments are received at the JSC Central Receiving Warehouse, Building 421 between the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday.

Rail: No Government track is available. Activity is served by the track in Webster, Texas jointly owned by Missouri-Kansas-Texas (MKT) and Missouri Pacific Railroad (MOP). The Amtrak passenger station is located in downtown Houston, which is 27 miles northwest. All carload traffic should be routed stating MKT or MOP as the delivering carrier. Anticipated rail shipments should be coordinated with the Transportation Branch prior to loading at origin.

Water: Commercial docks are available at the Port of Houston, 25 miles northwest. These docks are 500 to 600 feet long with water depth of 40 feet. Loading and unloading facilities are available for all types of cargo including containers and barges. Military docks are not available.

Hazardous Material: If freight being shipped and/or received contains materials meeting the definition of the 49 CFR, “Hazardous Material,” a copy of the Material Safety Data Sheet (MSDS) for each hazard must be included with the freight.

Advance Report: REPSHIPs are required for all classified shipments, hazardous materials, and oversize and overweight shipments. Request REPSHIP is to be forwarded by electronic means to Fax: 281-483-6837

Address to: NASA/Johnson Space Center

2101 NASA Parkway

Houston, TX 77058-3696

Include: a. Name of shipper

b. Address of shipper

c. Date of Shipment

d. CBL (including carrier pro or freight bill number)

e. Commodity description

f. Route

g. Vehicle Number

h. Estimated time and date of arrival

**4. DELIVERY OF PACKAGES AND FREIGHT TO JSC**

**Consignment of Shipments**

All deliveries of inbound freight at JSC for either civil servants or contractors must be received and security screened at Building 421, Central Receiving. All inbound NASA JSC shipments should be addressed as follows:

NASA/Johnson Space Center

Building 421

2101 NASA Parkway

Houston, X 77058-3696

Mark For: Name, Mail Stop, Building Number, Room

Number, Phone Number

**Receiving Hours of Operation**

7:30 a.m. to 3:30 p.m. Monday through Friday

**5. OUTBOUND SHIPPING**

If project requirements exceed standard procedures, specify or develop appropriate instructions to meet the project requirements by involving the Packing and Shipping Office as early as practical. This ensures special requirements for identification, handling, storage, packaging, preservation, and delivery are understood for “packaging and shipping” of the item. All shipping documents must include the appropriate contract number or purchase number.

**6. NON-WORKING HOURS OF OPERATION**

In case of emergency occurring after normal working hours, the requester should contact one of the following:

Logistics Work Control Center 281-483-7844 or 281-783-2038

Venessa Jankowski, JSC Transportation Officer 832-671-9831(cell)

Randy Redford, Facility Manager 832-455-8875 (cell)

**1. GENERAL**

A. Name: National Aeronautics and Space Administration

**WHITE SANDS TEST FACILITY (WSTF)**

B. Post Office: NASA-White Sands Test Facility

PO BOX 20

Las Cruces, NM 88004-0020

C. Location: WSTF is located in Dona Ana County, north east of Las

Cruces. It situated off of Route 70 East, which is off of

Exit 5 (Rt. 70 East Alamogordo) exit of Interstate

Highway 25. The main entrance is located on NASA Road;

approximately 6 miles from the NASA Road exit from

Route 70. The Receiving Warehouse is located in

Building 120.

**2. TRANSPORTATION BRANCH/KEY PERSONNEL**

The WSTF Transportation Branch is responsible for selected packaging, shipping, and processing outbound domestic and international shipments.

|  |  |
| --- | --- |
|  |  |

**Transportation Officer/Chief Transportation Branch**

Mr. Johnny J. Bernal

Logistics Management Specialist/Transportation Officer

RE/Administration Office, Building 100

(575) 524-5140, Fax: (575) 524-5130

E-mail: [johnny.j.bernal@nasa.gov](file:///C:\Users\tacurrie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\H05S88BS\johnny.j.bernal@nasa.gov)

**Contractor Transportation**

Mr. Paul Goodwin

Lead, Center Transportation and HAZMAT Coordinator/Instructor

Mail Stop 120, Building 120

Telephone: (575) 524-5781, Fax: (575) 524-5079

E-Mail: [paul.s.goodwin@nasa.gov](file:///C:\Users\tacurrie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\H05S88BS\paul.s.goodwin@nasa.gov)

**Contractor Fleet Management (FAST)**

Ms. Claudia Cardona

Lead Fleet Management Coordinator

Mail Mail Stop 120, Building 120

Telephone: 575-524-5234

E-Mail: [claudia.cardona-1@nasa.gov](file:///C:\Users\tacurrie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\H05S88BS\claudia.cardona-1@nasa.gov)

**Outbound Freight Traffic (Domestic and International)**

Ms. Dolores Rey

Inbound and Outbound Traffic Management

Mail Stop 120, Building 120

Telephone: (575)-524-5622 Fax: (575) 524-5079

E-mail: [dolores.a.rey@nasa.gov](file:///C:\\Users\\tacurrie\\AppData\\Local\\Microsoft\\Windows\\Temporary%20Internet%20Files\\Content.Outlook\\H05S88BS\\dolores.a.rey@nasa.gov)

Mr. Pete Rios

Warehouse Tech

Mail Stop 120W, Building 120

Telephone: 575-524-5653

E-mail: [pete.rios-1@nasa.gov](file:///C:\Users\tacurrie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\H05S88BS\pete.rios-1@nasa.gov)

**Inbound Freight Traffic (Receiving and Delivery)**

Mr. Ronnie Esparza

Logistics Specialist

Mail Stop 120W, Building 120

Telephone: 575-524-5782

E-mail: [ronnnie.s.esparza@nasa.gov](file:///C:\Users\tacurrie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\H05S88BS\ronnnie.s.esparza@nasa.gov)

**Vehicle Fleet Management (Government Owned and Leased)**

Johnny J. Bernal

Transportation Officer

Mail Stop RE1, Building 100

Telephone: 575-524-5140

E-mail: [johnny.j.bernal@nasa.gov](file:///C:\Users\tacurrie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\H05S88BS\johnny.j.bernal@nasa.gov)

**Inbound Explosives (Point of contact)**

Donald Hall

Ordnance Representative

Mail Stop 1600, Building 101

Telephone: 575-524-5321

E-mail: [donald.r.hall@nasa.gov](file:///C:\Users\tacurrie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\H05S88BS\donald.r.hall@nasa.gov)

Celso A. Flores

Ordinance Representative

Mail Stop 1600, Building 101

Telephone: 575-524-5231

E-mail: [celso.a.flores@nasa.gov](file:///C:\Users\tacurrie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\H05S88BS\celso.a.flores@nasa.gov)

#### NASA Export /Security/International Visit Representative

James H. Williams

NASA Export Control Representative

Mail Stop RC, Building 100

Telephone: 575-524-543

E-Mail: [james.h.williams@nasa.gov](file:///C:\\Users\\tacurrie\\AppData\\Local\\Microsoft\\Windows\\Temporary%20Internet%20Files\\Content.Outlook\\H05S88BS\\james.h.williams@nasa.gov)

Ray K. Denison

Security/International Visit Representative

Security/Surveillance

Mail Stop RC1, Building 101

Telephone: 575-524-5078

E-Mail: [ray.k.denison@nasa.gov](file:///C:\Users\tacurrie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\H05S88BS\ray.k.denison@nasa.gov)

**3. SHIPPING AND RECEIVING FACILITIES**

Air: Scheduled freight service to and from WSTF is processed through the El Paso International Airport, about 50 miles southeast.

Truck: All motor shipments are received at the WSTF Receiving Warehouse, Building 121 between the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday with every other Friday scheduled off due to 9/80-work week.

Rail: No Government trackage available. Anticipated rail shipments should be coordinated with the Transportation Branch prior to loading at origin.

Water: No water shipments are available.

Heavy Lift: Rigging and heavy hauling support are available as per request. WSTF lift

capacity is 180 tons. Commercial rigging services are available but require at least a 72-hour advanced notice.

Hazardous Material: Hazardous shipments are shipped to and from WSTF. A Material Safety Data Sheet (MSDS) must accompany all hazards tendered to WSTF Building 120 before receiving and/or making a shipment.

Advance Report: REPSHIP is required for all classified shipments, hazardous materials, and oversize and overweight shipments. REPSHIP should be forwarded by electronic means listed below:

Electrical Transmissions: NASA Building. 100 Fax: 575-524-5130

Contractor Building. 120 Fax: 575-524-5079

Address: NASA/White Sands Test Facility

12600 NASA Road

Las Cruces, NM 88012

Point of Contact: Paul Goodwin, 575-524-5781

Include: Name of shipper

Address of shipper

Date of shipment

CBL – including carrier PRO or Freight Bill Number

Commodity description

Route

Vehicle number

Estimated time and date of arrival

**3. FREIGHT**

**Consignment Instructions**

Consign all freight shipments to:

NASA/JSC/White Sands Test Facility

Transportation Officer, Building 120

12600 NASA Road

Las Cruces, NM 88012

Mark for: Name, Mail Stop, Building, Room, Phone

**Freight Destination**

Bills of Lading (motor, freight forwarder, air, water, etc.) should include:

NASA/JSC/White Sands Test Facility

Transportation Officer, Building 120

12600 NASA Road

Las Cruces, NM 88012

**Express Overnight Shipments**

Express Overnight Shipments should be addressed:

NASA/JSC/White Sands Test Facility

Transportation Officer, Building 120

12600 NASA Road

Las Cruces, NM 88012

Mark for: Name, Mail Stop, Building, Room, Phone

**Receiving Hours of Operation**

7:30 a.m. to 3:30 p.m., Monday through Friday

**5. DOCUMENTATION**

All shipping documents should include: appropriate contract number

purchase order number

consignee

consignor

freight description

quantity

weight

MSDS (if applicable)

HAZMAT shipping papers (if applicable)

**6. NON-WORKING HOURS OF OPERATION**

In case of an emergency occurring after normal working hours, the requestor should contact one of the following persons:

Johnny Bernal, Transportation Officer 575-527-2262, Cell 575-649-5284

Paul Goodwin, Transportation Manager 575-382-3544

Dolores Rey, Assistant Transportation Manager 575-524-9854

Ronnie Esparza, Logistics Supervisor 575-649-5782

**7. EXPORT SERVICES**

The WSTF uses the JSC Export Services Team located at Johnson Space Center. JSC’s International Service Office, with direct reporting to the Center Operations Directorate. The Export Services Team is responsible for JSC’s Export Compliance Program. To learn more about the International Service Office, please visit the following Web site:

[http://www4.jsc.nasa.gov/org/ja/inserv/index.htm](Http://www4.jsc.nasa.gov/org/ja/inserv/index.htm)

**NASA Export/Security/International Visit Representative**

Mr. James H. Williams

NASA Export Control Representative

Mail Stop RA, Building 100

Telephone: 575-524-5543

E-Mail: [james.h.williams@nasa.gov](file:///C:\Users\tacurrie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\H05S88BS\james.h.williams@nasa.gov)

**NASA Export/Security/International Visit Representative**

Mr. Juan C. Tiscareno

NASA Export Control Representative

Mail Stop RC, Building 100

Telephone: 575-524-5153

E-Mail: [juan.c.tiscareno@nasa.gov](file:///C:\Users\tacurrie\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\H05S88BS\juan.c.tiscareno@nasa.gov)

**Contractor Export/Security/International Visit Representative**

Mr. Norma A. Guillermo

Contractor Export Control Representative

Mail Stop 101PA, Building 101

Telephone: 575-524-5222

E-Mail: [norma.guillermo-1@nasa.gov](file:///C:\\Users\\tacurrie\\AppData\\Local\\Microsoft\\Windows\\Temporary%20Internet%20Files\\Content.Outlook\\H05S88BS\\norma.guillermo-1@nasa.gov)

**1. GENERAL**

A: Name: National Aeronautics and Space Administration

# JOHN F. KENNEDY SPACE CENTER (KSC)

B: Post Office: Kennedy Space Center, FL, 32899

C: Location: The main entrance is located on U.S. Highway 1,

6 highway miles south of the center of Titusville, FL, and

1 air mile south of its corporate limits.

**2. KEY PERSONNEL**

##### Transportation Officer

###### Mr. Bruce Chesson

Traffic Management Specialist

Mail Stop TA-A5A

TEL 321-867-8635

Fax 321-867-1458

[bruce.e.chesson@nasa.gov](mailto:bruce.e.chesson@nasa.gov)

**Freight Traffic/Procurement Traffic**

Mr. Bruce Chesson

Traffic Management Specialist

Mail Stop TA-A5A

TEL 321-867-8635

Fax 321-867-1458

[bruce.e.chesson@nasa.gov](mailto:bruce.e.chesson@nasa.gov)

**Payload Transportation/Special Air Operations/Hazardous Materials Transportation**

###### Mr. Bruce Chesson

Traffic Management Specialist

Mail Stop TA-A5A

TEL 321-867-8635

Fax 321-867-1458

[bruce.e.chesson@nasa.gov](mailto:bruce.e.chesson@nasa.gov)

**Motor Vehicles Operations**

Ms. Janet Keith

Lead Traffic Management Specialist

Mail Stop TA-B2A

TEL 321-867-3420

Fax: 321-867-1458

[janet.a.keith@nasa.gov](mailto:janet.a.keith@nasa.gov)

**Bus Services Operations**

Ms. Tammie Hines

Traffic Management Specialist

Mail Stop TA-A5A

TEL 321-867-8655

Fax: 321-867-1458

[tammie.m.hines@nasa.gov](mailto:tammie.m.hines@nasa.gov)

**Railroad Manager**

Mr. Bruce Chesson

Traffic Management Specialist

Mail Stop TA-A5A

TEL 321-867-8635

Fax 321-867-1458

[bruce.e.chesson@nasa.gov](mailto:bruce.e.chesson@nasa.gov)

**3. CONSIGNMENT INSTRUCTIONS**

Kennedy Space Center is served by three prime contractors. The Space Flight Operations Contractor (SFOC) is responsible for transportation directly related to Shuttle operations. The Institutional Services Contractor (ISC) is responsible for KSC base activities and provides support to other NASA Centers as required. The Checkout and Payloads Processing Services (CAPPS) Contractor is responsible for processing NASA payloads and Space Station hardware.

**Space Flight Operations Contractor**

Manager, Transportation Branch

United Space Alliance

Bldg: K6-1547

Mail Stop: USK-018

321- 861-5268

Fax: 321-867-7677

[michael.f.mayer@nasa.gov](mailto:michael.f.mayer@nasa.gov)

Traffic Section

321- 861-5336

**Institutional Services Contract (ISC)**

Manager, Transportation Office

EG and G

Bldg: M6-744

Mail Stop: ISC-5130

321- 867-2383

Fax: 321-867-1760

Traffic Section

321 867-3501

[henry.e.ramirez@nasa.gov](mailto:henry.e.ramirez@nasa.gov)

**Checkout and Payloads Processing Services Contractor**

Manager, Transportation Branch

The Boeing Company

Bldg: M6-698

Mail Stop: T-932

321- 867-5394

Fax: 867-1837

[timothy.t.gandy@nasa.gov](mailto:timothy.t.gandy@nasa.gov)

Traffic Section

321- 867-3010

Consign all Shuttle support shipments to:

Shuttle Transportation Manager, NASA

LC-39 Logistics Facility, Building. K6-1547

Kennedy Space Center, FL 32899

MARK FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consign all base support shipment to:

Transportation Officer, NASA

ISC Warehouse, M6-744

Kennedy Space Center, FL 32899

MARK FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consign all Shuttle payload shipments and Space Station hardware to:

CAPPS Transportation Manager, NASA

CAPPS Warehouse, Building. M6-698

Kennedy Space Center, FL 32899

MARK FOR: Contract NAS10-02007

Special marks or ultimate consignee information should be shown under “Marked For” column or designation. All Kennedy Space Center contracts and procurement documents will include the following “Marked For” information:

MARK FOR: KSC Property and Supply Officer

Contract Number and Requisition Number

(Special Marks or Ultimate Consignee)

SPECIAL NOTES:

Tracing or expediting shipments will be accomplished by contacting the applicable contractor traffic office.

Inbound international shipments consigned to NASA should be addressed to “Transportation Officer, NASA, c/o U.S. Customs Officer, Port Canaveral, FL” at the applicable contractor address.

**4. SHIPPING AND RECEIVING FACILITIES**

Air: The Melbourne International Airport at Melbourne, FL, is 42 miles distant. Orlando International Airport, Orlando, FL, is 55 miles distant. Pickup and delivery of air freight shipments are made by ACI Carriers. Patrick Air Force Base, FL, is 28 miles distant and is served by irregularly scheduled carriers.

Special Air: Charter aircraft (DoD/Civilian) may use Space Coast Regional Airport or Patrick Air Force Base after compliance with AFB 55-20. Charter aircraft may also use the Skid Strip at Cape Canaveral Air Station (CCAS) or the KSC Shuttle Landing Facility with 24 hours prior arrangement and approval, arranged by calling (321) 861-0637.

Bus: Depots at Cocoa and Titusville, FL, are 20 and 19 miles distant, respectively.

Express Freight: The center is served by Federal Express and United Parcel Service through their Rockledge, FL, terminals.

Rail: Government trackage connects with the Florida East Coast Railway Company (FEC) at Jay-Jay, 3 miles north of Titusville. Service is provided by NASA locomotives. Facilities are available for loading and unloading by prior arrangement with the KSC Transportation Office, (321) 867-8635/2860. A large stabilized area is available for loading or unloading heavy objects by mobile crane(s). Side and end ramps are available. The nearest passenger station is located in Orlando, 55 miles distant and is served by Amtrak.

Truck: Truck shipments are normally accepted from 7 a.m. to 3 p.m., Monday through Friday. Emergency truck shipments can be received after these hours with prior coordination.

Water: Docks are available at Port Canaveral, FL, adjacent to CCAS.

A commercial dock 1,060 feet long with a depth of 33 feet is available at Port Canaveral.

Government dock facilities are:

U.S. Army Dock Military Surface Deployment and Distribution Command (MSDDC), Cape Canaveral Air Force Station (CCAFS), is located on the north side of Port Canaveral. The dock is 325 feet long with a water depth of 16 feet. Heavy lift capacity is 100 tons using a mobile dockside crane.

U.S. Navy Docks, Port Canaveral, is 1,200 feet long with a water depth of 33 feet. Lifting is accomplished with two cranes, 45-ton and 25-ton capabilities.

U.S. Navy Trident Basin and Wharf, Port Canaveral, is 1,200 feet long with a water depth of 40 feet. Heavy lift capacity is with a 120-ton traveling crane (available on a noninterference with Navy operations basis).

Kennedy Space Center, VAB Marine Terminal Facility:

This marine terminal is a roll-on/roll-off facility consisting of an access canal with a water depth of 12 feet, a barge slip to offload external tanks and other heavy or oversized equipment, 1,500 feet of dock and a turning basin. Heavy lift capacity is 50 tons or greater, depending on boom angle. This dock is accessible via the Inland Waterway and Port Canaveral locks through the Banana River.

Cape Canaveral Air Force Station Docking Facility:

This facility consists of an access canal with a water depth of 12 feet and a dock that is 281.8 feet overall with a slip 25 feet wide and 50 feet long. Heavy lift capacity is 50 tons. This dock is accessible via the Inland Waterway and Port Canaveral locks through the Banana River. This facility is primarily used for the docking the Solid Rocket Booster retrieval vessels; however, for other use, prior arrangements must be made with USA Marine Operations at (321) 853-7587/4032.

Heavy Lift: Activity lift capacity is 300 tons.

Bulk Liquids and Gases:

Shipments of gasoline and diesel fuel may be received by motor and rail carriers.

Shipments of liquid and gaseous propellants may be received as follows:

Liquid hydrogen, oxygen, and nitrogen motor deliveries will be made directly to Fuel Storage Area #1 or to Propellants North Area for storage or further distribution. Liquid hydrogen may also be delivered by rail to Shuttle Launch Pads A and B only.

Gaseous helium rail deliveries will be made to KSC rail facilities.

Hypergols (nitrogen tetroxide, A-50, and MMH) rail deliveries will be made to Titan III Interchange, CCAFS, via the KSC railroad.

Hypergols (nitrogen tetroxide, A-50, and MMH) hypergol scrubber solutions, JP-5, and Bureau of Mines GHe K-bottles (Eastern Test Range and down-range support only) motor deliveries will be made directly to Fuel Storage Area #1, CCAFS.

Hydrochloric acid, sodium hydroxide, and diesel fuel #1 will be made directly to the KSC Propellant Operating Area, Building K7-416.

Containerized Cargo: Facilities are available to receive/ship containerized cargo by rail, motor, or water.

Ammunition and Explosives: Facilities are available for receipt and storage of ammunition and explosives. The office responsible for issuing bills of lading should obtain clearance from KSC, Logistics and Services Branch, (321) 867-8635, 24 hours prior to shipment.

Report of Shipment: REPSHIP is required for all classified material; liquid and gaseous propellants; explosives; oversize, overweight, or exclusive use shipments that are shipped by any mode of transport, including chartered/Government aircraft. REPSHIP should be forwarded by electronic means, Attention: TA-A5A, or by telecom, (321) 867-8635

**5. FREIGHT DESTINATION TO BE SHOWN ON BILLS OF LADING:**

Kennedy Space Center, FL 32899 (See Sections 1 and 2 for appropriate consignee address.)

EXCEPTIONS:

Chartered Air Service:

Space Coast Regional Airport, Titusville, FL

Patrick Air Force Base, FL

Cape Canaveral Air Station, FL

Kennedy Space Center, FL

Water:

Ocean Vessel - Port Canaveral, FL

Barge - Cape Canaveral Air Station, FL

Kennedy Space Center, FL VAB Marine Terminal

**6. PASSENGER DESTINATION TO BE SHOWN ON TRANSPORTATION REQUESTS:**

Rail: Scheduled service: Orlando, FL

Bus: Scheduled service: Cocoa or Titusville, FL

Charter service: Kennedy Space Center, FL

Air: Scheduled service: Melbourne or Orlando, Fl

## 1. GENERAL

A. Name: National Aeronautics and Space Administration

# LANGLEY RESEARCH CENTER (LaRC)

B. Post Office: 4 South Marvin Street

Hampton, VA 23681- 0001

C. Location:

From Richmond/Williamsburg/Newport News:

1. Take I-64 East to Exit 261B, Hampton Roads Center Parkway, NASA Exit;
2. Proceed to the end of the Parkway (approximately 1.8 miles), moving into the left lane;
3. Turn left onto Armistead Avenue toward NASA/Langley Air Force Base;
4. Go past the Langley Air Force Base West Gate, moving into the right lane (approximately 1.2 miles);
5. Exit off Armistead Avenue to Commander Shephard Blvd. and the NASA Main Gate.

From Norfolk Area:

1. Take I-64 West through the Hampton Roads Bridge Tunnel;
2. Remain on I-64 West to Exit 262B, Magruder Blvd.;
3. Remain on Magruder Blvd. through three (3) traffic lights, moving into the right lane;
4. Exit off Magruder Blvd. onto Commander Shephard Blvd. (Route 172 North, marked “NASA”) (approximately 1 mile from last traffic light, and before the overpass);
5. Remain on Commander Shephard Blvd. through the traffic light (approximately 1.2 miles), until the NASA Main Gate.

From Isle of Wight Area:

1. Take Route 17 North over the James River Bridge (Route 17 become Mercury Blvd. at this point);
2. Continue on Mercury Blvd. to the I-64 intersection (approximately 4 miles);
3. Get on I-64, heading West; stay in the right lane on I-64 West to Exit 262B, Magruder Blvd.;
4. Remain on Magruder Blvd. onto Commander Shephard Blvd. (Route 172 North, marked "NASA") (approximately 1 mile from last traffic light, and before the overpass);
5. Remain on Commander Shephard Blvd. through the traffic light (approximately 1.2 miles), until the NASA Main Gate.

From Hampton:

1. Get on I-64 West to Exit 262B, Magruder Blvd., to NASA;
2. Proceed North on Magruder Blvd. (approximately 1.5 miles);
3. Exit Magruder Blvd. at ramp to NASA/Langley Air Force Base, Route 172 North;
4. Continue on Route 172 North to NASA Main Gate (approximately 1.2 miles).

## 2. KEY PERSONNEL

**Transportation-Vehicles /Operations Officer**

Judy W. Ward

3 Langley Blvd.

Hampton, VA 23681-2199

757-864-2063

[judy.w.ward@nasa.gov](mailto:judy.w.ward@nasa.gov)

**Freight Traffic Coordinator**

Leroy Kelly

4 South Marvin Street

Hampton, VA 23681-2199

757-864-3540

[leroy.kelly-1@nasa.gov](mailto:leroy.kelly-1@nasa.gov)

**Receiving**

Eric Strand

4 South Marvin Street

Hampton, VA 23681-2199

757-864-3580

[eric.r.strand@nasa.gov](mailto:eric.r.strand@nasa.gov)

**Vehicle Operations**

Jeff Pickering

2 East Ames Street

Hampton, VA 23681-2199

757-864-5767

[jeffrey.s.pickering@nasa.gov](mailto:jeffrey.s.pickering@nasa.gov)

**Personnel Travel**

James Michael

9 Langley Blvd

Hampton, VA 23681-2199

757-864-6094

## [james.m.michael@nasa.gov](mailto:james.m.michael@nasa.gov)

## 3. SHIPPING AND RECEIVING FACILITIES FOR FREIGHT AND PASSENGERS

Air: Scheduled freight and passenger service to and from this facility is available at Norfolk International Airport, 18 miles southeast of LaRC and Newport News-Williamsburg International Airport 10 mile southwest of LaRC.

NASA, military and chartered aircraft with proper clearances may land at Langley Air Force Base, which borders LaRC.

Truck: Motor shipments are received at LaRC Receiving, Building 1206 (4 South Marvin Street).

Normal delivery hours are from 7:00 a.m. to 4:00 p.m., Monday through Friday.

Rail: LaRC is served by the CSX Railroad Company, Newport News, VA. Cargo is moved to LaRC by truck from this point.

Express: Area is served by all major express companies and by United Parcel Service.

Water: Commercial facilities are available at Langley Air Force Base. Cargo moves to LaRC by truck.

Heavy Lift: The lift capacity at LaRC is 30 tons. Commercial lift available through prior arrangements.

Bulk Liquids: Bulk liquids can be received via truck or truck tank only.

Containerized Cargo: Facilities are available to receive containerized cargo.

Hazardous Materials: Hazardous materials will be received by all authorized modes of transportation during normal working hours (7:00 a.m. to 4:00 p.m., Monday through Friday).

After hours, delivery must be cleared through the LaRC Duty Office. Phone Number: 757-864-4927

**4. CONSIGNMENT INSTRUCTIONS**

Consign all freight shipments to:

NASA Langley Research Center

4 South Marvin Street

Building 1206

Hampton, VA 23681-2199

Mark for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Freight destination to be shown on all Bills of Lading (motor, freight forwarder, air, water):

NASA Langley Research Center

4 South Marvin Street

Building 1206

Hampton, VA 23681-2199

Express Overnight Shipments should be addressed as:

NASA Langley Research Center

Name

Building and Room

Hampton, VA 23681-2199

Shipments transported via water carrier should specify on the Bill of Lading:

“Upon arrival, notify the Freight Traffic Coordinator at 757-864-3540.”

Receiving Hours of Operations: 7:00 a.m. - 4:00 p.m.

## 5. DOCUMENTATION

All shipping documents must include necessary information such as the appropriate work breakdown structure (WBS), contract number, or purchase order number, property loan agreement number, interagency agreement number, memorandum of agreement number.

Consignee copies of U.S. Government Bills of Lading should be forwarded to:

NASA Langley Research Center

4 South Marvin Street

Building 1206

Hampton, VA 23681-2199

## 6. NON-WORKING HOURS

After hours, delivery must be cleared through the LaRC Duty Office, Phone No. 757-864-4927.

**1. GENERAL**

A. Name: National Aeronautics and Space Administration

**GEORGE C. MARSHALL SPACE FLIGHT CENTER**

**(MSFC)**

B. Post Office: Marshall Space Flight Center, AL, 35812

C. Location: Marshall Space Flight Center (MSFC) is located on Redstone

Arsenal in Huntsville, AL. The main gate is located on I-565

(Rideout Road). All trucks must enter the Arsenal through

Gate 1, located on Martin Road off of US Hwy 231/431,

South Memorial Parkway. The receiving Building (4631) is

located on Saturn Road

**2. KEY PERSONNEL**

**Logistics Services Department**

Transportation and Logistics Engineering Group: Responsible for MSFC Traffic Management, Transportation and Logistics support.

**Transportation Officer**

Mr. Robert H. Rutherford

Transportation and Logistics Engineering Group

Mail Stop AS42, Building 4200

Phone: 256-544-8117

Fax: 256-544-6570

[robert.h.rutherford@nasa.gov](mailto:robert.h.rutherford@nasa.gov)

**Freight Traffic-Shipping and Receiving /International Freight Movements and Customs Clearance Documentation/Procurement Traffic /Mail Room Operations**

Mr. Tim Crabb

Lead, Transportation Team

Mail Stop AS42T, Building. 4631

Phone: 256-544-0365

Fax: 256-544-6207

[timothy.p.crabb@nasa.gov](mailto:timothy.p.crabb@nasa.gov)

Ms. Dorothy Holloway

Transportation Specialist

Mail Stop A42T, Building. 4631

Phone: 256-544-6006

Fax: 256-544-6207

[dorothy.l.holloway@nasa.gov](mailto:dorothy.l.holloway@nasa.gov)

Ms. Nancy Jane Spears

Transportation Specialist and MSFC Mail Manager

Mail Stop A42T, Building. 4631

Phone: 256-544-7561

Fax: 256-544-6207

[nancy.j.spears@nasa.gov](mailto:nancy.j.spears@nasa.gov)

**Office of the Chief Financial Office**

Mr. John C. Alexander

Accounting Operations Office

Mail Stop RS20, Building. 4200

Phone: 256-544-7290

Fax: 256-544-9354

**Passport Agent**

Mrs. Susan M. Thomas

Financial Program Specialist

Mail Stop RS20, Building. 4200

Phone: 256-544-7343

Fax: 256-544-1966

[susan.m.thomas@nasa.gov](mailto:susan.m.thomas@nasa.gov)

Mrs. Christie Boaz

Accountant

Mail Stop RS20, Building. 4200

Phone: 256-544-3156

Fax: 256-544-1966

[christie.boaz@nasa.gov](mailto:christie.boaz@nasa.gov)

**Travel**

Mrs. Tina Walker

Center Project Lead

Mail Stop S30, Building. 4200

Phone: 256-544-7291

Fax: 256-544-9005

[tina.walker@nasa.gov](mailto:tina.walker@nasa.gov)

**Motor Vehicle Officer**

Mr. Greg Tanner

Transportation Specialist

Mail Stop AS42V, Building 4483

Phone: 256-544-4565

Fax: 256-544-2367

[greg.tanner@nasa.gov](mailto:greg.tanner@nasa.gov)

Mr. David Norris

Transportation Specialist

Mail Stop AS42V, Building. 4483

Phone: 256-544-4564

Fax: 256-544-2367

[david.norris@nasa.gov](mailto:david.norris@nasa.gov)

**Center Export Administrator**

Mr. Rip Nabors

Mail Stop AS50, Building 4200

Phone: 256-544-0688

Fax: 256-544-8250

[rip.nabors@nasa.gov](mailto:rip.nabors@nasa.gov)

**Program/Project Transportability Support**

Mr. Michael Haynes

Mechanical Engineer

Mail Stop AS42, Building 4200

Phone: 256-544-7933

Fax: 256-544-6570

[michael.w.haynes@nasa.gov](mailto:michael.w.haynes@nasa.gov)

Mrs. Melanie Stinson

Program Critical Hardware (PCH) Engineer

Mail Stop AS42, Building 4200

Phone: 256-544-5013

Fax: 256-544-6570

[melanie.stinson@nasa.gov](mailto:melanie.stinson@nasa.gov)

**Marine Operations**

Mr. Eric Taylor

Marine Engineer

Mail Stop AS42, Building. 4200

Phone: 256-544-7137

Fax: 256-544-6570

[eric.s.taylor@nasa.gov](mailto:eric.s.taylor@nasa.gov)

Mr. John Campbell

Marine Engineer

Mail Stop AS42, Building. 4200

Phone: 256-544-7069

Fax: 256-544-6570

[john.r.campbell-1@nasa.gov](mailto:john.r.campbell-1@nasa.gov)

**Maintenance and Repair of Research, Development, Test and Evaluation (RDT and E)**

**Equipment**

Mr. Jeff Moore

Transportation Specialist

Mail Stop AS42, Building 4200

Phone: 256-961-1123

Fax: 256-544-6570

[lloyd.j.moore@nasa.gov](mailto:lloyd.j.moore@nasa.gov)

**Contractor Support (EG and G)**

Mr. William J. Clark, Jr.

Program Manager

Phone: 256-544-8073

Fax: 256-544-8582

Function: Program Management Logistics Operation

[william.j.clark@nasa.gov](mailto:william.j.clark@nasa.gov)

Mr. Larry Dumont

Transportation and Mail Services Manager

Phone: 256-544-4457

Fax: 256-544-8582

Function: Transportation, motor pool, work control, mail room, and retail store operations

[larry.b.dumont@nasa.gov](mailto:larry.b.dumont@nasa.gov)

Mrs. Angela Saile

Property Services Branch Manager

Phone: 256-961-2240

Fax: 256-544-8582

Function: Receiving and storage, distribution, disposal services, NEMS control, and furniture management

[angela.m.saile@nasa.gov](mailto:angela.m.saile@nasa.gov)

Mr. Chase Camp

Supervisor, Traffic Management

Phone: 256-544-2617

Fax: 256-544-8582

Function: Shipping and receiving

[christopher.c.camp@nasa.gov](mailto:christopher.c.camp@nasa.gov)

Ms. Jacqueline Love

Lead, Mail Services Clerk

Phone: 256-544-4363/544-4518

Fax: 256-544-1472

Function: Mail room

[jacqueline.j.love@nasa.gov](mailto:jacqueline.j.love@nasa.gov)

**3. SHIPPING AND RECEIVING FACILITIES**

All delivery vehicles must utilize Gate 1, Martin Road for screening. This is located off U.S. Highway 231/431 South.

Rail: Southern Railway Company connects to Government-owned rail yard. This rail is used jointly by MSFC and Redstone Arsenal. Southern also has TOFC facilities in Huntsville, AL.

Air: Huntsville International Airport (HSV) is located 9 miles northwest of MSFC. Redstone Air Field is located on Redstone Arsenal. Runway length 7,300 ft.

Bus: Served by Greyhound Bus lines in Huntsville, AL.

Truck: Shipments received at MSFC Central Receiving, Building 4631, Monday through Friday, from 7:30 a.m. to 3:00 p.m., except on holidays.

Water: The NASA Dock Facility located at mile marker 324 on the Tennessee River has three 90 x 300 ft slips. Two slips have roll-on/off capability. Harbor depth is 14 ft. Shore power, water, and phones are available.

Heavy Lift: MSFC has mobile cranes with up to 200 tons and transporters with up to 400 tons capacity.

Bulk Liquids: Bulk liquids and gases can be delivered by truck or truck-tractor tank only

Containerized Cargo: Facilities are available to receive containerized cargo

Hazardous Material: Central Receiving accepts all hazardous material receipts for bar coding and inventory.

All explosive shipments are received by Redstone Ammunition and Explosives Branch Building 8600; contact the MSFC Receiving Department at 256-544-2617, 24 hours in advance of release of shipment for delivery instructions. Radioactive materials and other certain types of hazardous items may be received at MSFC’s specialized facilities, if arrangements are made through MSFC Central Receiving, 256-544-2617. All hazardous Shipments must have Material Safety Data Sheets (MSDS).

Advance Report of Shipment: A REPSHIP is required on hazardous material shipments, 24 hours in advance of shipment arrival and for any shipments that require heavy lift equipment for unloading or truck loads. Fax: 256-544-8823.

Mail (U.S. Postal Service): NASA/MSFC/Mailroom

Building. 4200, Room G-35

Marshall Space Flight Center, AL 35812

**4. FREIGHT**

Consignment Instructions: consign all freight shipments and overnight letters and packages to:

Marshall Space Flight Center

Central Receiving, Building 4631

Marshall Space Flight Center, AL 35812

Mark for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (show building #)

(Show P.O. #, Contract #, Requisition #, Attn: )

Freight destination to be shown on all Bills of Lading (motor, freight forwarder, air, water, etc.) is:

Marshall Space Flight Center

Central Receiving, Building 4631

Marshall Space Flight Center, AL 35812

Shipments transported via water carrier should specify on the Bill of Lading:

“Upon arrival, notify the Transportation and Logistics Engineering Group at 256-544-4554 or 256-544-8117”

Receiving Hours of Operation: 7:30 a.m. - 3:00 p.m. (Monday through Friday)

**5. DOCUMENTATION**

All shipping documents must include the appropriate job order number, contract number, or purchase order number.

Consignee copies of Bills of Lading should be forwarded to:

NASA/George C. Marshall Space Flight Center

Mail Stop AS42T/Traffic Management Office

Marshall Space Flight Center, AL 35812

*Note: If freight payment is to be made by the MSFC Accounting Office, send memorandum copy of the Bill of Lading to:*

Marshall Space Flight Center

Mail Stop AS42T/Traffic Management Office

Attn: Traffic Officer

MSFC, AL 35812

**6. NON-WORKING HOURS OF OPERATIONS**

In case of an emergency occurring after normal working hours, the requestor should contact

Joyce Meier, MSFC Transportation Officer 256-859-7567

**1. GENERAL**

A. Name: National Aeronautics and Space AdministrationMICHOUD ASSEMBLY FACILITY (MAF)

B. Post Office: P.O. Box 29304

New Orleans, LA 70189-0304

C. Location: 13800 Old Gentilly Road

New Orleans, LA 70129-2218

The main personnel entrance to MAF is Gate 7.

The main truck entrance to MAF is Gate 12.

**From Armstrong International Airport:**

* Leaving airport, take Airport Access Road to I-10 east.
* Take I-10 east 7 miles to I-610 split.
* Go 12.7 miles on I-610, which later merges with I-10 again, to I-510 (Exit 246A).
* Refer to last section of directions below to get to Michoud Assembly Facility.

**From downtown New Orleans or the French Quarter:**

* Drive away from the Mississippi River on Canal Street to I-10 overpass at Claiborne Avenue.
* Right on Claiborne and drive 7 blocks to I-10 entrance ramp.
* Take I-10 east for approximately 9 miles to I-510 (Exit 246A).
* Refer to last section of directions below to get to Michoud Assembly Facility.

**From Slidell, LA or points east:**

* At Slidell, proceed on I-10 west across Lake Pontchartrain.
* After crossing the lake, go approximately 8 miles to I-510 (Exit 246A).
* Refer to last section of directions below to get to Michoud Assembly Facility.

**To reach Michoud Assembly Facility from I-510 (Exit 246A):**

* From I-10 go south on I-510 to Exit 2C (third exit).
* Veer left when exit splits and turn left onto Old Gentilly Road.
* Go east 0.7 miles to Michoud Assembly Facility on the right.
* If Building 350 is destination, turn right at blue sign marked "Building 350-Visitor Parking."
* Go into lobby and check in with receptionist.

**2. KEY PERSONNEL**

**Transportation/Logistics Officer** **(NASA)**

Mr. Keith Savoy

AS60, bldg 320

504-257-3439

[keith.g.savoy@nasa.gov](mailto:keith.g.savoy@nasa.gov)

**Logistics Director (Jacobs)**

Arlan Cochran

Building 320

504-257-6204

[claude.cochran@nasa.gov](mailto:claude.cochran@nasa.gov)

**3. SHIPPING AND RECEIVING FACILITIES**

Air: The Louis Armstrong International Airport, located 23 miles northwest of MAF, can support aircraft capable of landing within a 10,100 ft runway with a maximum weight-bearing capacity of 380,000 lbs for double tandem wheels. New Orleans Lake Front Airport, a small, general aviation airport 1 mile northwest of MAF, can support aircraft capable of landing within a 6,880 ft runway with a maximum weight bearing capacity of 200,000 lbs for double tandem wheels.

Bus: Served by the Regional Transit Authority (RTA) lines in New Orleans, LA.

Rail: No government trackage available. The CSX Intermodal switching station is the nearest rail transport facility to MAF, at a distance of 4.95 miles along Old Gentilly Road.

Truck: Shipments received at MAF Central Receiving, Building 220, Monday through Friday between 7:30 a.m. and 3:00 p.m.

Water: The Michoud Harbor at MAF has a total berthing space of 104 ft with a maximum berth width of 60 ft. The maximum dock load is 244,000 lbs. The maximum size deck barge that can be navigated through major local water channels is approximately 100 ft by 400 ft. Harbor depth is 18 ft. Shore power, water, and phones are available. Height restrictions to reach various ports will change by season due to water levels. Typical barge round trips in days to various NASA sites are as follows:

Stennis Space Center (SSC): 2 days

Marshall Space Flight Center: 20 (restricted by season)

Kennedy Space Center (KSC): 14 days

Vandenberg Air Force Base (VAFB): 56 days

Heavy Lift: One crane 90 ton, one crane 50 ton and numerous other smaller cranes.

Bulk Liquids: Bulk petroleum, compressed and liquid gas can be received via tank truck and transferred for storage or use. There are no pipeline facilities service.

Containerized Cargo: Facilities are available for receipt of containerized cargo.

Hazardous Material: Hazardous materials will be received by all authorized modes of

transportation during normal working hours (7:00 a.m. – 3:30 p.m.). All shipments with hazardous material must have a preapproved Material Safety Data Sheets (MSDS) prior to acceptance on-site.

**4. FREIGHT DESTINATION TO BE SHOWN ON BILLS OF LADING**

NASA Michoud Assembly

13800 Old Gentilly Road

Building 220

New Orleans, LA 70129-2218

**1. GENERAL**

A. Name: National Aeronautics and Space Administration

# JOHN C. STENNIS SPACE CENTER (SSC)

B. Post Office: Stennis Space Center, MS 39529-6000

C. Location: The two main entrances to SSC are I-10 Exit 2,

2 miles from the Mississippi State line or 70 miles east of

New Orleans, LA and I-59 exit north of the Center in

Nicholson, MS. I-59 runs N-S, while I-10 runs E-W.

**2. KEY PERSONNEL**

**Transportation Officer**

Mr. Donald R. Griffith

Mail Stop RA30, bldg 1100

228-688-2144

[donald.r.griffith@nasa.gov](mailto:donald.r.griffith@nasa.gov)

**Shipping Specialist**

Robin Martin

Mail Stop MSS/ABACUS, bldg 2204

228-688-3236

#### JACOBS Site Manager

Marla Carpenter

Mail Stop JCWSI, Building. 2204

228-688-1309

[**marla.carpenter-1@nasa.gov**](mailto:marla.carpenter-1@nasa.gov)

**3. SHIPPING AND RECEIVING FACILITIES**

Air: Moisant International Airport in New Orleans and the Gulfport/Biloxi Regional Airport

provide freight and passenger services.

Bus: Not available.

Rail: No Government trackage available.

Truck: Truck shipments are accepted 8:00 a.m. to 4:00 p.m., Monday through Friday. Scheduled cryogenic shipments will be received 24 hours daily, except Saturdays and Sundays. Advanced notice is required.

Water: Channel 12 ft deep from Intercoastal Waterway at mile 35 marker for 24 miles up East Pearl River to navigation lock. Locks are 110 ft wide by 600 ft long with lift of 18 ft. Inside locks, there is 7 1/2 miles of canal system with a depth of 16 ft. A cryogenics dock, storage dock, and three test stand docks are available. Also numerous piling clusters for tie-ups. Also available is a 65 ft diesel twin screw 1,240 horsepower tug boat. It has a raised wheel house of 52 ft. and the pilot is licensed for inland waterways and western rivers.

Heavy Lift: One 50-ton crane and numerous smaller cranes.

Bulk Liquids: Bulk petroleum and compressed and liquid gas can be received via tank truck and transferred for storage or use. There are no pipeline facilities service.

Containerized Cargo: Facilities are available for receipt of containerized cargo.

Hazardous Material: Facilities are available for radioactive materials. Class A and B ammunition and explosives are to be escorted by SSC security to final destination. Motor freight is preferred. Clearances must be obtained from the Center Traffic Manager (Telephone: 228-688-3266) 24 hours prior to shipment.

**4. FREIGHT DESTINATION TO BE SHOWN ON BILLS OF LADING**

NASA/John C. Stennis Space Center

Attn: Transportation Officer/Building 2204

Stennis Space Center, MS 39529-6000

**5. PASSENGER SERVICES**

Park-N-Fly service is available to and from Moisant International Airport. Reservations are required.